

CONFIDENTIAL

Approved For Release 2000/08/04 : CIA-RDP78-05941A000200010053-3

19 JUL 1973

MEMORANDUM FOR: Deputy Director for Management and Services

**SUBJECT : Office of Personnel Report - Week Ending
13 July 1973**

1. Personnel Approaches Study Group: The Personnel Approaches Study Group held its organizational meeting this week to develop an integrated system for personnel management in the Agency. The group consisted of Mr. Blake, Management and Services, Chairman; Mr. Brandwein, Science and Technology; [REDACTED], Intelligence Directorate; and [REDACTED] Operations Directorate. It is anticipated that the next two weeks will be spent in reviewing the parameters of the study and in formulating an interim reply for presentation to the CIA Management Committee by 1 August 1973.

25X1A

25X1A

2. Minority Recruitment: After 18 months of careful nurturing it appears that we have made a breakthrough in our attempts to recruit coops from Wilberforce, a predominantly black university near Dayton, Ohio. [REDACTED] our Coop Coordinator, first visited there in January 1972 and explained our program. In spite of an exchange of several letters, we never received any applications. Several months ago the university set up an office in Philadelphia to locate employers for their coops who were working on the East Coast. Last week the representative said he would like to visit us and will do so on 23 July.

25X1A

3. Assignment and Promotion Studies: We are developing a summary of the promotion and assignment process generally used in the Federal Government and investigating successful personnel approaches used in industry. To avoid getting hopelessly bogged in tracing successes throughout the business community, we touched base with the American Management Association in New York on leads of particular businesses that are known to be effective in handling a number of identifiable personnel problems, such as executive mobility, development of specialists as managers, and utilizing a reward system for recognizing creativity.

25X1A

4. Briefing by DIA: [REDACTED] staff member in Plans Staff, OP, visited with [REDACTED] in order to receive a full-scale briefing on recent personnel changes being instituted in DIA. Essentially, DIA is establishing a system which would

25X1A

CONFIDENTIAL

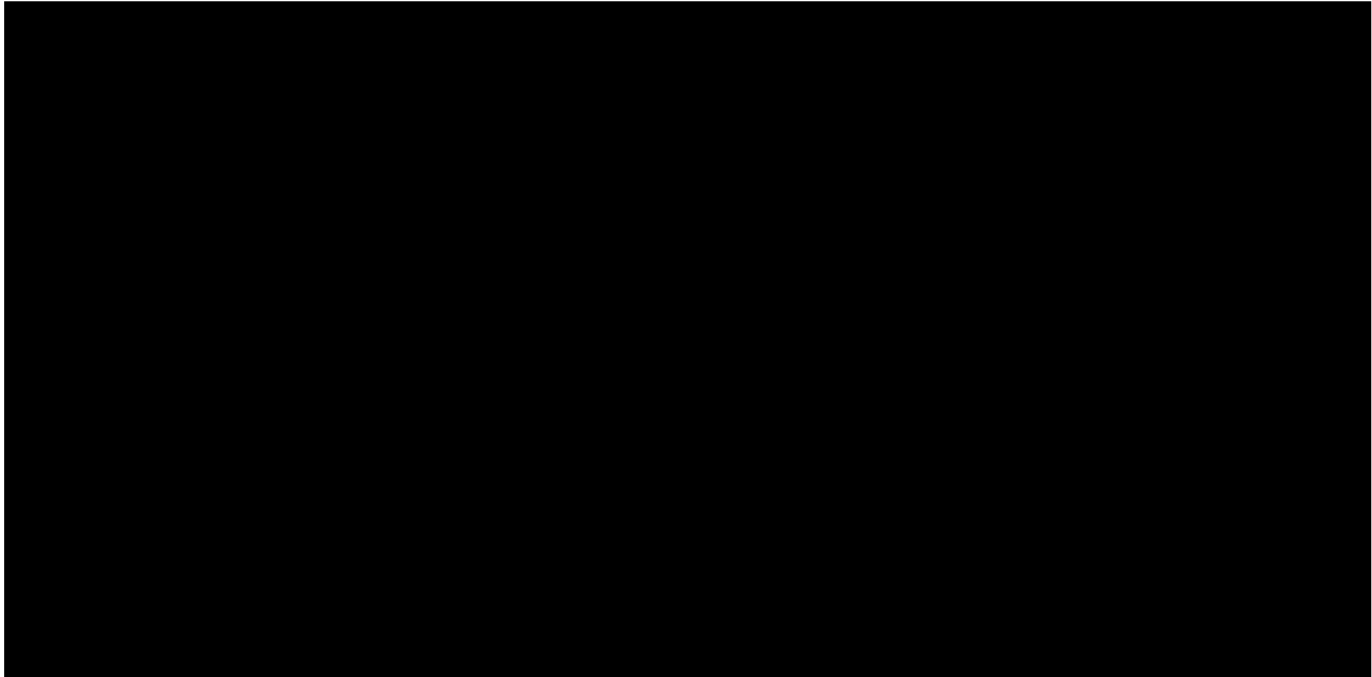
E 2 IMPDET
CI by 012752

Approved For Release 2000/08/04 : CIA-RDP78-05941A000200010053-3

CONFIDENTIAL

25X1A

provide for the use of central assignment panel structures, aided by computer-produced qualifications data to fill civilian intelligence positions wherever located. It is planned that civilian intelligence jobs will eventually be filled by this mechanism not only in DIA but in Army, Navy and other DOD components.



25X1A

6. Regulations: We have forwarded to Regulations Control Branch for coordination and publication a revision to [REDACTED] on Computation of Lump-Sum Payment for Accrued and Accumulated Annual Leave.

7. Summer-Only Program -- Language Training: This week we followed up on an idea generated by the DD/M&S. Specifically, Mr. Brownman suggested early in June that summer employees be advised of the existence of our language training laboratories and invited and encouraged to make use of those language training facilities. In attempting to determine how many summer employees had been to the language laboratory or checked out tapes and cassettes from the language training school, we found that OTR had a record of only one summer employee who had participated in this activity. We should point out, though, that the language laboratory in Headquarters Building is open to anyone who wishes to use the facilities. No record of usage is maintained. Therefore, it is possible that other summer employees have used the language laboratory. We have decided to include a question in the exit interview which will elicit from the summer-only employees information concerning their interest in the facilities.

2
CONFIDENTIAL

8. Purge Completion in Sight: Our current purge of terminated Official Personnel Folders in preparation for their retirement to the Agency Records Center is rapidly nearing completion. We expect to wind it up in the near future and concentrate our efforts on our other project -- screening all of the active Agency OPF's. This will enable us to assign four summer-only employees to active files instead of two.

9. Payroll Deductions: All necessary preparations for payroll deductions of UBLIC and WAEPA life insurance premiums have been completed. A draft of the Headquarters Notice concerning payroll deductions is being coordinated.

10. Suggestion and Invention Awards Program: The Management and Services Directorate led, all others in the dollar cash awards for FY 1973. M&S had 77 adopted suggestions, a close second to S&T who had 79 adopted suggestions. Additional details are attached.

Coming Events

1. We plan on developing additional leads on successful personnel approaches in industry.

2. Started drafting a paper for the CIA Management Committee on Proposal for Implementation of Letters of Instruction.

Signed: John F. Blake

John F. Blake
Director of Personnel

Att

Distribution:

- 0 & 1 - Addressee
- X - D/Pers Subject
- 1 - D/Pers Chrono
- 1 - DD/Pers/SP
- 1 - DD/Pers/R&P
- 1 - DD/Pers/P&C

25X1A

OD/Pers [REDACTED] mm (13 July 73)

12 JUL 1973

Suggestion & Invention Awards Program

FY '73

Component	Adopted	Certificates	Cash Awards	Amount
O/DCI	1	-	1	\$ 35
DDM&S				
O/DDM&S	5	-	5	225
OMS	-	-	-	-
OC	27	1	26	11,135
OL	14	1	13	3,020
OP	7	1	6	2,100
OS	12	2	10	3,575
OTR	2	-	2	450
OF	8	-	8	1,050
OJCS	1	-	1	300
PPB	<u>1</u>	<u>-</u>	<u>1</u>	<u>25</u>
	77	5	72	21,880
DDO	28	3	25	4,330
DDI	8	1	7	760
DDS&T	<u>79</u>	<u>9</u>	<u>70</u>	<u>11,280</u>
TOTAL	193	18	175	\$38,285